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Human Resources

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SAP/ERP Training Resources > Human Resources

Welcome to HR 3.0 Training

Announcements

Briefing 12966- All Administrators: Electronic 8200 Program Request Form-

All 8200 requests must now be submitted electronically using the fillable form provided through the following link: http://hrinfo.dadeschools.net/PDF/8200%20POSITION%20REQUEST%20FORM.pdf

_____

As per Briefing # 12761- Schools need to renew or add new teachers to receive salary supplements for performing additional duties/responsibilities for the 2012-2013 school year. Please refer to the Salary Supplement Handbook at HTTP://salary.dadeschools.net/SUPP/ for processing instructions and eligibility requirements. To that end the following information is provided to allow school principals to complete this task:
_____
Coming soon----the Legacy PERS system will be retired and unavailable to all locations.

Use the Quick Reference Guides below to help you transition to SAP or Click HERE.

Looking for a Briefing related to HR? We have moved the Briefings to the left-hand panel (Right above Surveys).

LIVE MEETING Presentation on HR 3.0 Enhancements!!
Click here to view a recording of the meeting.
Click here to print the PowerPoint used for the meeting.

Transition from PERS to SAP/HR

FAQs

This area will contain FAQs related to HR 2.0 Training.

HR GO LIVE!

Course Activities

HR 3.0 Site Personnel Training (PowerPoint Presentation)
PERS to SAP Infotypes (PowerPoint Presentation)

Human Resource Activities

Activity 1: SAP Login, Navigation, and Help Basics
Work Instruction (Document)

Activity 2: Position Control List (Site Version) Report
Work Instruction (Document)
Quick Reference: ERP/SAP HR 2.0 Position Control Report Enhancements
Quick Reference: Requesting Part Time Positions

Activity 3: Certification by Subject Report
Work Instruction (Document)

Activity 4: Display Employee Information
Work Instruction (Document)
Quick Reference: Most Commonly Used Infotypes in HR 2.0
Quick Reference: Locating PERS Information in SAP

Activity 5: Initiate a Change in Position, Adjudicate Pay
Work Instruction (Document)
Move Instructional Employee to an Equivalent Vacant Position (No Pay impact)
Work Instruction (Document)
Equivalent Instructional Position Trade for 2 Employees (No Pay impact)
Work Instruction (Document)

Activity 6: Request an Additional Assignment
Work Instruction (Document)
Instructions for Hiring of Part Time Staff
Quick Reference: Requesting a Part Time Requisition in e-Recruiting

Activity 7: View Status of Employee Position Change, Transfer, or Additional Assignment
Work Instruction (Document)

Activity 8: View Notification of Leave of Absence (LOA) Request
Work Instruction (Document)

Click Here to See Questions that Have Been Asked After

SAP HR 2.0 Quick Tip Guides

Base Salary
Begin/End Leave Dates
Birth Date
Certification Information
Contract Type Status
School of Graduation
Home Address
Supplement Information
Termination Date
Work Location/Start Date
Locating PERS info in SAP

Additional Resources

Employee Self Service Quick Reference

Most Commonly Used Infotypes in HR

HR SAP Site Roles and Responsibilities (QUAD A +)

PERS status after Go Live

Requesting a Part Time Requisition in e-Recruiting

Requesting an Additional Assignment - Part Time

Use Form #7258 to Request Overtime Payroll

Hiring Manger Principals Meeting-April 2010 Required Steps

Activity 9: Process a Decentralized Termination
Work Instruction (Document)
Quick Reference: Decentralized Termination (alternate method)

Activity 10: Enter Injury Date of Workers Compensation
Work Instruction (Document)

Activity 11: Enter Objects on Loan
Work Instruction (Document)

Employee Self Service Activities

Activity 12: View Personal Data
Work Instruction (Document)

Activity 13: Edit Permanent Address
Work Instruction (Document)

Activity 14: Update Emergency Contact
Work Instruction (Document)

Activity 15: Update W4 Withholding
Work Instruction (Document)

Activity 16: Request Leave of Absence
Work Instruction (Document)

Activity 17: Request Employee Resignation
Work Instruction (Document)

Activity 18: Update Candidate Profile in Employee Opportunities
Work Instruction (Document)

Links

- **Hiring Manager Training (e-Recruiting)**
- **Employee Self Service (ESS) Tutorial Website**

Power-User Materials

Power-Users' Training Materials

Power User's Survey (Give Us Your Feedback!)

Applications / Sites > CLIENT & BUSINESS SERVICES >
Training Center > SAP/ERP Training Resources

Transition from PERS to SAP

This Site: Transition from PERS

SAP/ERP Training Resources > Human Resources > Transition from PERS to SAP

Announcements	
HR Training	11/26/2012 9:47 AM

by Prida, Annabel

Effective December 3rd (end of business day), PERS will be officially
retired. If you have not taken advantage of the PERS to SAP Transition
classes, please look for them through the PD Calendar. Classes will be
offered on December 3rd and 17th. Please...

Transition from PERS to SAP   11/26/2012 8:56 AM
by Prida, Annabel

Coming soon, the Legacy PERS system will be retired and
unavailable to all locations.

Use the Quick Reference Guides below to help you
transition to SAP.

REPORTS

NEW REPORTS COMING SOON TO HR!

I. Employee Directory Report Tutorial

Step- by-Step Document

II. Employee Inquiry Report Tutorial

Step-by-Step Document

III. Substitute Locator/Eligibility Report Tutorial

SAP QUAD A

How to Give Rights in Quad A

Step-by-Step Document

Quick Guides

Locating PERS info in SAP

Base Salary

Begin/End Leave Dates

Birth Date

Certification Information

Contract Type Status

School of Graduation

Home Address

Supplement Information

Termination Date

Work Location/Start Date

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STUDENTS   PARENTS   EMPLOYEES   COMMUNITY

:Dadeschools > Human Resources > Information Services

Human Resources Information Services provides support to all district and school locations regarding SAP and Personnel Data.

Instructional guides for SAP:

The HR Information Services Team has created easy-to-use instructional guides for SAP. Guides will be periodically updated as changes in SAP occur: Click here

Creation of Part-time positions

Part-time position creation requests should be emailed to HRParttime (click here for more details)

Please do not send HRParttime an email to change funding structures; a new position must be created

SAP HR Support

For general questions, please contact HRinfo
For eRecruiting questions, please contact eRecruiting
For Workflow questions, please contact HRSupport
For Organizational Management, please contact OMSupport

For assistance in SAP (i.e. Procurement, Reports, or Finance), questions should be directed to HEAT Self Service, select HR SUPPORT (HEAT)
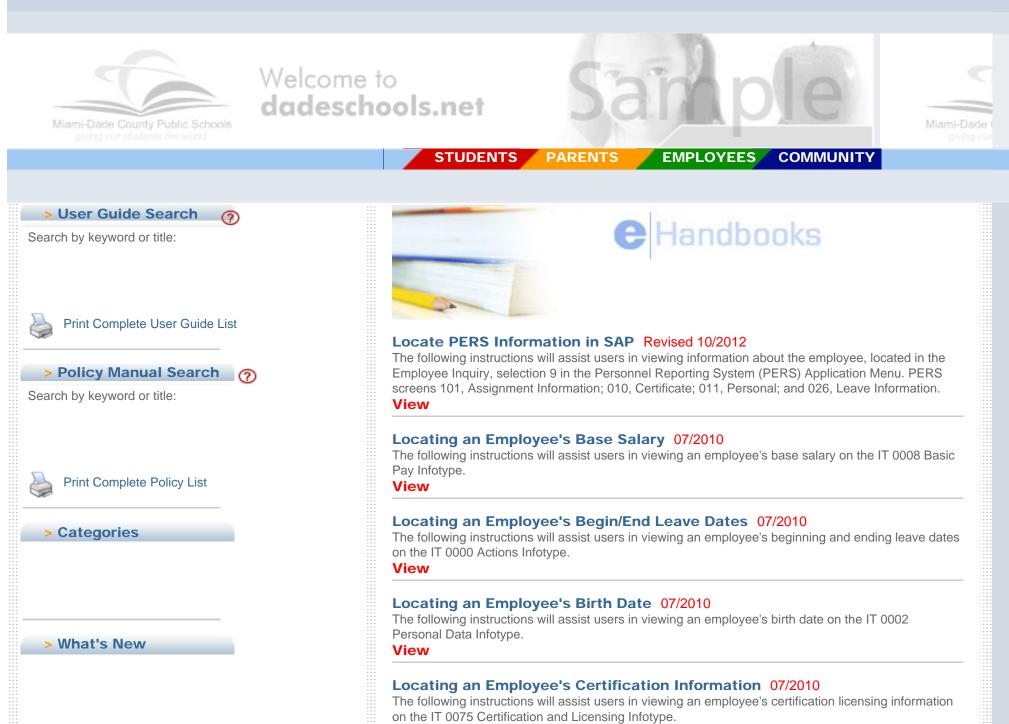
News
■ SAP Showcase
■ Employee Portal

Additional Resources
■ Office of Human Resources
■ Employee Self Service
■ SAP Revisited Presentation

9325 News
■ *New* 8200 Request Form

STUDENTS   PARENTS   EMPLOYEES   COMMUNITY

> **User Guide Search**   ?

Search by keyword or title:

Print Complete User Guide List

> **Policy Manual Search**   ?

Search by keyword or title:

Print Complete Policy List

> **Categories**

> **What's New**

Locate PERS Information in SAP Revised 10/2012
The following instructions will assist users in viewing information about the employee, located in the Employee Inquiry, selection 9 in the Personnel Reporting System (PERS) Application Menu. PERS screens 101, Assignment Information; 010, Certificate; 011, Personal; and 026, Leave Information.
View

Locating an Employee's Base Salary 07/2010
The following instructions will assist users in viewing an employee's base salary on the IT 0008 Basic Pay Infotype.
View

Locating an Employee's Begin/End Leave Dates 07/2010
The following instructions will assist users in viewing an employee's beginning and ending leave dates on the IT 0000 Actions Infotype.
View

Locating an Employee's Birth Date 07/2010
The following instructions will assist users in viewing an employee's birth date on the IT 0002 Personal Data Infotype.
View

Locating an Employee's Certification Information 07/2010
The following instructions will assist users in viewing an employee's certification licensing information on the IT 0075 Certification and Licensing Infotype.
View

Locating an Employee's Contract Type Status 07/2010
The following instructions will assist users in viewing an employee's contract type status on the IT 0016 Contract Elements Infotype.
View

Locating an Employee's Graduation Information 07/2010
The following instructions will assist users in viewing an employee's school of graduation, year, and program information on the IT 0022 Education Infotype.
View

Locating an Employee's Home Address 07/2010
The following instructions will assist users in viewing an employee's home address on the IT 0006 Addresses Infotype.
View

Locating an Employee's Supplement Information 07/2010
The following instructions will assist users in viewing an employee's supplements and amounts on the IT 0014 Recurring Payments/Deductions Infotype.
View

Locating an Employee's Termination Date 07/2010
The following instructions will assist users in viewing an employee's termination date on the IT 0041 Date Specifications Infotype.
View

Locating an Employee's Work Location & Start Date 07/2010
The following instructions will assist users in viewing an employee's work location, job assignment, and position start date on the IT 0001 Organizational Assignment Infotype.
View

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Contact Us

If you are still unable to find what you were looking for after checking the resources on this page, contact us by e-mail at HRInfo@dadeschools.net.

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